

## **Circuit Court for Baltimore County Class Specification**

**Class Title:** Adult Drug Court Coordinator  
Grade 30 (\$58,673 - \$70,044) in five annual incremental steps with longevity increases every five years thereafter up to 30 years of service.  
Full County Benefits Available

**Definition:** This is a position in the Circuit Court for Baltimore County funded by a grant from the Office of Problem-Solving Courts of the Maryland Judiciary.

### **Example of Duties:**

The Adult Drug Court Coordinator is responsible for the day-to-day planning, development, management, monitoring, and coordination of the Baltimore County Circuit Court's problem-solving court program. Successful execution of the essential job functions requires a thorough knowledge of, and experience with, project management, budget preparation, grant writing, ancillary service development, problem-solving court principles, and/or addiction and mental health issues. The coordinator serves as liaison with local and state court offices, treatment providers, social service agencies, community stakeholders, etc. Information obtained in the course of the performance of these duties may be confidential or private in nature. This grant-funded position works under the direct supervision of the Court Administrator, with general oversight provided by the Adult Drug Court Judge and/or other judicial officers. The holder of this position may be asked to assist generally with the Family Recovery Support Program. Such assistance would be related to the grant application.

### **Essential Job Functions:**

- Plan, implement, and monitor the day-to-day activities of the problem-solving court program to ensure compliance with key drug court components and efficient, quality service delivery to target population
- Develop and implement a strategic plan that meets the long-term goals and objectives of the community and promotes program sustainability
- Compose policies, procedures, goals, objectives, mission statements, etc. for use in informational brochures, presentations, and grants
- Conduct grant research, writing, management, and periodic performance reporting
- Plan and prepare budgetary estimates and justifications
- Coordinate and approve drug court expenditures
- Cultivate and maintain cooperative relationships with program and community stakeholders
- Coordinate and facilitate interdisciplinary training for drug court team members
- Organize and conduct community presentations
- Identify service gaps and develop community resources
- Collect and analyze data utilized for statistical and narrative reporting
- Promote team integrity and monitor quality assurance
- Organize and disseminate drug court calendars and pre-court staffing information
- Update hearing information in case management system
- Maintain confidential participant files
- Organize, attend, and participate in pre-court staffing, court hearings, conferences, meetings, and committees

- Act as a liaison between judicial officers, court personnel, treatment providers, attorneys, members of the drug court team, funding agencies, and community organizations

#### **Qualifications, Knowledge, Skills, and Abilities:**

- Available to work a full-time court schedule of 8:30 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday
- Possess a comprehensive working knowledge of all terminology, applicable laws, ordinances, policies, standards and regulations pertaining to problem-solving court programs including: addiction, alcoholism, pharmacology, and cultural competency issues
- Ability to develop and implement interim and long-term strategic plans for drug court operational efficiency and sustainability
- Detail-orientated with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy in accordance with court policies and/or governmental regulations
- Even temperament and strong interpersonal skills to effectively collaborate with community partners and work well with others in a team-orientated environment
- Adept at planning, organizing, directing, and coordinating administrative activities for a program or organization. Aptitude for basic mathematical and accounting principles
- Ability to identify problems, collect data, establish facts, draw valid conclusions, and create viable solutions based thereon
- Effective oral communication skills and the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people
- Superior writing skills with the versatility to accurately compose a variety of genres
- Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures
- Discretion and sound judgment in working with sensitive information to maintain confidentiality
- Proficiency with Microsoft Office and Windows 7, with an aptitude for learning software programs related to various drug court functions

#### **Education and Experience:**

- Requires a bachelor's degree from an accredited college or university in human services, business administration, public administration, criminal justice, or other related fields
- Three years of progressively responsible related experience in any of these fields OR any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the jobs
- Experience should include project or program management and/or experience in the capacity of addictions, human/family services, health services. Preferred experience would be working in a drug court or a substance abuse treatment program.
- Knowledge of SMART data collection system is a plus.

#### **Minimum Qualifications**

Incumbents for this position must possess a bachelor's degree from an accredited college or university **plus** have a master's degree in criminal justice, public administration or similarly related field. Candidates may substitute the master's degree requirement with two years of supervisory experience in a criminal or juvenile justice related agency. Must have the ability to

exercise discretion and independent judgment. Must possess interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).

**Limitations**

Selection for this position is made through a Committee appointed by the Administrative Judge. This position will also be subject to the Court's personnel policy and is contingent upon funding received annually from the Administrative Office of the Courts.

12/2020